

# NATIONAL CONTRACTS COMMISSION

## DISPUTE RESOLUTION PROCEDURES (SECTION 2.12)

### CONTRACTOR COMPLAINT FORM (FORM 1)

This form is to be completed by the contractor making the complaint

For use by the GOJ Department or Agency
Date Received (YY/MM/DD):

	<i>Set out below the name, address &amp; phone number of the person making this complaint</i>
Complainant Name Address	
Telephone No.	
	<i>Set out the name, address of the Department or Agency of Government against whom you are complaining</i>
GOJ Agency Name Address	
Procurement opportunity for which the breach occurred	
	<i>Set out the date of the behavior you are complaining about. If you do not know the date, set the date when you first became a ware of the breach of procedure or misconduct</i>
Date of Breach or Misconduct	
	<i>Set out below details of the breach of GOJ procedure or the agency misconduct that you have identified. If the complaint cannot fit in the box on this page, set it out on additional sheet and attach it to this page.</i>
Breach of GOJ Procurement Procedure or Agency Misconduct in the Procurement Process	
	<i>Set out the injury or loss you suffered as a consequence of the breach of procedure or misconduct.</i>
Injury or loss suffered	
NOTE: Two copies of this form must be served by the person making the complaint on the Agency or Department of Government complained against.	

# NATIONAL CONTRACTS COMMISSION

## DISPUTE RESOLUTION PROCEDURES

(SECTION 2.12)

### CONTRACTOR APPEAL FORM (FORM 3)

This form is to be used when appealing the decision from the Head of the Procuring Entity. The Contractor is to complete this form and send it to the NCC with a copy of the complaint and a copy of the decision from the Head of the Procuring Entity. The Contractor shall also send a copy of this completed form to the Procuring Entity

**Date:**

Please record the date this Notice of Appeal was filed with the NCC

	<i>Set out below the name, address &amp; phone number of the person making this complaint/Appeal</i>
Complainant/Appellant Name Address  Telephone No.	
	<i>Set out the name, address of the Department or Agency of Government from whom you are appealing</i>
GOJ Agency Name Address	
	<i>Set out below the grounds of appeal, specifying what is wrong or defective in the decision. If the grounds of appeal cannot fit in the box on this page, set it out on additional sheet and attach it to this page.</i>
Grounds of Appeal from Decision of Department or Agency on Complaint about GOJ Procurement Procedure or Agency Misconduct in the Procurement Process	
<p>NOTE: The Appellant must attach to this Notice of Appeal the following:                      1 copy of the complaint lodged with the GOJ Department or Agency                      1 copy of the Decision of GOJ Department or Agency given in relation to that complaint.                      IF THE ORIGINAL COMPLAINT AND A COPY OF THE DECISION OF THE DEPARTMENT OR AGENCY IS NOT ATTACHED TO THIS NOTICE, YOUR APPEAL WILL NOT BE HEARD</p>	